

September 19, 2012

Dear Physician,

In an effort to expedite booking and enhance the delivery of care, the following should be taken into consideration:

All booking sheets need to be sent to Weston Outpatient Surgical Center no later than 4:30 p.m.

If you are adding on a case for an existing schedule, for example, if you are already working on the day and you need to add on a patient then you can discard the 4:30 p.m. cut off and the patient will be added to the schedule and be performed after 9:00 a.m. We need that time to have the insurance verified and the chart created.

If you are adding on case for the next day and you are not adding on to the scheduled block time, then the earliest the case may be scheduled is 9:00 a.m.

If you need assistance after 5:00 p.m., please contact Paola Herrera at 954-319-2471, Business Office Team Leader.

Randy Huffman
Administrator
Weston Outpatient Surgical Center

Revised: 01/25/2016

ADD ON REQUEST

REQUESTING PHYSICIAN:

INSURANCE CARRIER:

PROCEDURE CPT AND DESCRIPTION:

PATIENT'S NAME:

FOR ADDITIONAL INFORMATION, WE WILL HAVE SCHEDULER SEND
BOOKING SHEET